

DD/A Registry

24-3120

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Allen R. Elkins  
Director of Finance  
1212 Key Building

EXTENSION

NO.

DATE

18 October 1984

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EO/DDA

22 OCT 1984

1815

EHL

2.

oc/cm's  
C/cms

11/4

ec

3.

A/DDA

4.

5.

DDA

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

STAT

Several Finance careerists have asked me why the DDA doesn't get back into the CT Program. I have told them that the DDA is back in the CT Program and training is being revised to give all the Directorates a share of the CT graduates. The employees asked whether it wouldn't be a good idea for the DDA to put out an internal notice such as the attached notice put out by the DDS&T so that all DDA careerists would be better informed. From my perspective, I believe it would be a good idea but I defer to your judgment.

STAT

Allen R. Elkins

Att

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84-3120

THE CAREER TRAINING PROGRAM

At the behest of the Agency's Executive Committee, the Career Training Program has been restructured to meet the needs of all directorates in the Agency. Career trainee classes of the future will have larger numbers of individuals headed for the DI, DS&T, and DA than has been the case in the past. These people will be largely generalists capable of filling a very special role in their directorates.

The enhanced program stresses the one-Agency concept, reinforced by long periods of common training among career trainees bound for different directorates. All career trainees will receive familiarization instruction in the specialty of each of the directorates and in-depth training in the work of the directorate to which they will be assigned.

25X1  
25X1

The DDS&T has made a commitment to support this new program with increasing numbers of career trainees. We estimate that we will need to recruit and train the following numbers of CTs for the DS&T.

FY 1985

FY 1986

FY 1987

25X1

During the first phase of the Career Trainee Development Course, the focus is on the Central Intelligence Agency--its special charter to provide policymakers with information crucial to the security and well-being of the United States and how it is organized to accomplish this mission.

All new career trainees will take the Training Course as an exercise in building self-confidence for crisis situations, fostering class esprit, and providing the institution a further opportunity for evaluating CT talent and potential. This course is not overly rigorous and should present no problem to anyone who has passed the Agency's entrance-on-duty physical examination. It provides among other things a basic military orientation to the career trainees, most of whom have not had prior military service. Initially, DS&T career trainees will take a three-week Training Familiarization Course; from January 1986 onward, all career trainees will take the full ten-week Training Course. However, DS&T will review the effectiveness of this program for its personnel after the January 86 class completion. Additionally, all DS&T CTs will be given

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25X1

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25X1

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25X1

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All DS&T CTs will take a four-week Directorate course designed to convey a sense of technical issues and increase awareness of the Directorate's tasks and responsibilities. The program will cover such subjects as program planning and management, technology overview, intelligence systems overview, contract management, principles of analysis, orientation to the U.S. military and the private sector, etc.

In a further effort to increase career trainee understanding of the Agency as a whole, all CTs will take interim assignments in directorates other than the one to which they will be assigned.

Typical training programs for both D0 and DS&T career trainees look like this:

25X1

The revisions to the career trainee program will be implemented incrementally beginning with the October 1984 class. By January 1986, the completed program will be in place.

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